

OFFICE OF THE CHIEF, ADMINISTRATIVE SERVICE

	Present <u>T/O</u>	Proposed <u>T/O</u>	Net <u>Increase</u>
GS-16 Chief			
GS-15 Deputy Chief			
GS-14 Asst. to the Chief			
GS-13 Special Asst. to the Chief			
GS-11 Administrative Officer			
GS-9 Administrative Asst.			
GS-5 Secretary (Steno)			
GS-4 Secretary (Steno)			
GS-4 Clerk (Typing)			
<hr/>			
Totals			

25X1A

The two additional positions requested for the Office of the Chief, Administrative Service, are required for the following reasons:

- (1) The Special Assistant to the Chief, Administrative Service, for the purpose of making internal management studies of the operation and efficiency of any particular part of Administrative Service and to act as a project planner in connection with new projects which require concentrated effort, attendance at meetings, etc.
- (2) The other position as Administrative Assistant, GS-9, is required because of the increase in the volume of administrative work in the Office of the Chief, Administrative Service. All positions for administrative purposes within all activities have been eliminated and the administrative level is in the Office of the Chief. By this means, there is a reduction in administrative overhead and centralization of administrative authority and policy.

These two positions are established by the elimination of three positions in the presently existing General Services Division, Office of the Chief, i.e., the Chief, General Services Division, GS-14; Assistant Chief, GS-13; and Secretary(Steno), GS-5. I believe that by this means improved administrative management can be accomplished.